

Standard Operation Procedures Managing scientific meetings	SOP_005_S
Effective Date: 17/07/2023	Public

Managing Scientific Meetings

Special Requirements	This procedure is a controlled document maintained by Quality Management. It may not be deleted without comparable controls. Please note that this document becomes uncontrolled once printed. Make sure by always referring only to the Repository that you have the right version in use. Deviations from the provision of this document need to be recorded in the Exception Request Workflow. The procedure should be updated when there are changes in EFSA with respect to what is stated in the document (e.g., Relevant Standards, legislation, and documents, change in procedure, etc.). The person responsible for maintaining this procedure up to date is the Lead author with the support of the QM.
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Process Responsibility	Process owners are accountable this procedure being adhered to within their respective or unit. All relevant staff is responsible for the correct implementation of the procedure. Responsibilities for performing specific steps are outlined in the document.
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SCOPE AND OBJECTIVES

To enable the organisation of a Scientific Committee Plenary/Scientific Panel Plenary/Network/Scientific Working Group/Pesticide Peer Review /Planning and Preparatory meeting, Clarification teleconference during Risk Assessment and post-adoption phases, applicant's technical hearings.

This is an overarching SOP to be applied primarily to the following EPA processes: 02.02 Risk Assessment Applications, 03.02 Risk Assessment Pesticides, 04.01 Risk Assessment Generic Mandates and 06.01 Methodologies Management, requiring the organisation of the scientific meeting types listed above. The meetings organised with stakeholders are excluded from the scope of this SOP.



RELEVANT STANDARDS, LEGISLATION AND DOCUMENTS

- IMPRUL_076_D Decision of the Management Board of EFSA concerning the establishment and operations of the Scientific Committee, Scientific Panels and their Working Groups
- WIN_SOP13/01_D Decision of the Executive Director concerning pesticides risk assessment peer review
- [Decision of the Management Board concerning the establishment and operation of European Networks of scientific organisations operating in the fields within the Authority's mission](#)
- [EFSA's Catalogue of support initiatives during the life-cycle](#)
- [EFSA Portal](#)
- Admact_041_administrative act on the decision of the executive director laying down the experts' compensation guide
- SOP_002_S on Selection, evaluation and appointment of External Experts for the SC/SP
- SOP_006_E Establishing up-dating and closing a scientific working group (europa.eu)
- SOP_007_S Risk Assessment of Generic Mandates
- SOP_012_S Risk Assessment of Applications
- SOP_013_S Risk Assessment of Pesticides
- SOP_039_A_Management of Competing Interests
- [EFSA Guidelines for Observers for open plenary meetings](#)
- WIN_SOP05_02 Open plenaries
- WIN_SOP05_05 Peer Review Mtg organization
- WIN_PRAS Peer Review Mtg organization
- WIN_SOP05_06 Publishing meeting minutes on EFSA website.
- WIN_SOP00_22_Management of Network Meetings
- WIN_SOP039_02 Competing Interest Management

ABBREVIATIONS AND DEFINITION

ADoI	Annual Declaration of Interest
Clarification teleconference (during Risk Assessment and post-adoption phases)	See definitions in EFSA's Catalogue of support initiatives during the life-cycle of applications for regulated products - - 2021 - EFSA Supporting Publications - Wiley Online Library (see also WIN_SOP005_01_Managing Meetings, point 1.5).
CORSER	Corporate Service Unit
DMS	EFSA's Document Management System, irrespective of the actual technical solution deployed
DoI	Declaration of Interest
DoI Portal	Automated tool for managing Declarations of Interests
EFSA	European Food Safety Authority
Finance	Financial Services
HoU	Head of Unit



ISA Experts	Individual Scientific Advisors selected in accordance with Article 237 of the Financial Regulation (remunerated external experts)
LA	Legal Affairs Services
LOI	Letter of Invitation
MOS	Meeting Organisation System
MS	Member State
Network	The European Network meetings are meeting organised by EFSA scientific units with Member State representatives, nominated by their country, in compliance with the Decision of the Management Board concerning the establishment and operation of European Networks of scientific organisations operating in the fields within the Authority's mission
Network Coordinator	Network Coordinator is responsible for the organisation of the Network meetings, the efficient running of the meetings, and the task distribution and coordination of the follow-up after the meetings. In the document will be referred as meeting coordinator
Open EFSA Portal	This portal is the single public interface for all information related to EFSA's scientific work. It allows to follow the risk assessment process from receipt of the mandate to adoption/endorsement/approval of the resulting output, and integrated information coming from different platforms, such as Case Management Tool, Customer Portal or Talent Management Tool, making available the documents produced and used in the process
Preparatory meeting	The preparatory meetings are organised to prepare a Plenary and/or a WG meeting and/or the delivery of an EFSA output. Preparatory meeting can address RA and non-RA content
PREV Unit	Pesticide Peer Review Unit
Panel Coordinator	Panel Coordinator is responsible for the organisation of the Scientific Committee/Scientific Panel plenary meetings, the efficient running of the plenary meetings, and the task distribution and coordination of the follow-up after the plenary meetings. In the document will be referred as meeting coordinator
RA	Risk Assessment
RAL	Risk Assessment Logistics Unit
RAL FMB	RAL Functional Mailbox
RAL meetings budget monitoring table	Excel table owned by RAL, shared between SMU and RAL unit, listing meetings and budget execution
SC	Scientific Committee
Scientific meeting	Plenary meeting of Scientific Committee/Panel, Open plenary meeting of Scientific Committee/Panel, Network meeting, Working Group meeting (including Applicants' technical hearing), Peer Review meeting, clarification teleconferences during the RA, post-adoption teleconferences with applicants and preparatory meetings
SMU	Subject Matter Unit



SO	Scientific Officer
SOP	Standard Operating Procedure
SP	Scientific Panel
WG	Scientific Working Group established to coordinate discussions, provide scientific contributions on specific external or internal mandate (s) within EFSA's remit, or complete any other scientific task entrusted to them
WG Coordinator	The WG Coordinator is an EFSA staff or, in case certain preparatory tasks are outsourced, an employee of an article 36 organisation to which the HoU of the EFSA Supporting Unit assigns the responsibility for the organization and the efficient running of WG meetings, task distribution and coordination of the follow-up after WG meetings. In the document will be referred as meeting coordinator
WIN	Working Instructions
PROCEDURE	
	<p>Previous SOPs in the process:</p> <ul style="list-style-type: none"> • SOP_002_S on Selection, evaluation and appointment of External Experts for the SC/SP • SOP_006_Establishing_up-dating and closing a scientific working group
Step 1	1.0 Planning a Scientific Meeting
SMU, RAL	<p>1.1 At the beginning of each yearly quarter, meeting coordinators compile the RAL meetings budget monitoring tables with the planned meetings of the current year, and, where applicable, of the following year, based on the available knowledge. A revision of the planned meetings from the RAL meetings budget monitoring tables will take place regularly between RAL and SMUs for planning and budget purpose.</p> <p>1.2 For Scientific Committee/Scientific Panels plenaries/Open plenaries meetings, Peer Review meetings, RAL will extract the information and will ask Webupdates to publish the dates, location, and type of meeting (physical or tele-meeting) on the EFSA website for year N and, where applicable, for year N+1. For Networks, RAL will inform Webupdates of the agreed upcoming Network meeting dates and location at the beginning of each yearly quarter.</p> <p>1.3 For each planned meeting (including all preparatory meetings), the meeting coordinator shares with RAL the plan for meeting dates, duration, location, and nature of the meeting (physical or tele-meeting) by inserting this information in the RAL meetings budget monitoring table.</p> <p>1.4 The meeting coordinator inserts in the RAL meetings budget monitoring table the meeting participants to be invited, in line with the instructions provided in the RAL meetings budget monitoring table. The meeting coordinator identifies the members of the Scientific Committee/Scientific Panel/Working Group/preparatory meeting, and identifies other participants</p>



	<p>(e.g.: observers, hearing experts, consultants, contractors, ISA experts (scientific and technical support expert) to be invited as hearing experts, EFSA staff, European Commission, and other EU agencies representatives to be invited to a scientific meeting and their respective roles. For further information on the different participation roles, please check the Experts' Compensation Guide.</p> <p>1.5 For Pesticide Peer Reviews meetings, experts are appointed following nomination by MS Competent Authorities; and for Networks they must be appointed in accordance with EFSA decision on Networks.</p> <p>1.6 For scientific WGs (including cross cutting WGs), SMU HoU (or their delegate), decides to assign or not the role of chairperson for a given meeting considering the level of complexity and/or sensitivity of the agenda. The information is inserted by RAL in MOS (see WIN_SOP005_01_Managing Scientific Meetings, step 4).</p> <p>1.7 The meeting coordinator shall confirm the meeting dates and related information of each meeting in the RAL meetings budget monitoring tables (see WIN_SOP005_01_Managing Scientific Meetings, step 4.1).</p> <p>RAL organises the logistics of a scientific meeting based on the information provided in the RAL meetings budget monitoring tables and updates the table indicating the status progress of the meeting organisation, in line with the RAL's instructions.</p>
Step 2	2.0 Organization of a Scientific Meeting
SMU, RAL, LA	<p>2.1 Scientific meeting invitation. Based on the information available in the RAL meetings budget monitoring table, RAL inserts the details regarding the meeting in MOS, allowing the generation of the official letter of invitation (LOI) (see WIN_SOP005_01_Managing Scientific Meetings, step 4).</p> <p>2.2 In the case of physical meetings, LOI must be sent out at least thirty (30) calendar days before the start of the meeting. For the first physical meeting of a newly established WG, the thirty (30) calendar days are reduced to twenty (20) calendar days¹.</p> <p>2.3 In the case of tele meeting, LOI must be sent out at least eight (8) calendar days before the start of the tele meeting. For the first tele meeting of a newly established WG, the eight (8) calendar days are reduced to four (4) calendar days.</p> <p>Before sending the email of invitation with the LOI to the scientific meeting participants, RAL verifies the status of the expert's ADoI in the DoI Portal. RAL invites only an expert with a valid and not expired ADoI. If between the receipt of the LOI and the participation in a</p>

¹ See SOP_006_Establishing_up-dating and closing a scientific working group



	<p>scientific meeting an expert submits an updated ADoI, steps 8 and 9 of the WIN_SOP039_02 Competing Interest Management apply.</p> <p>The Administrative tasks related to experts' ADOI are centralised in RAL.</p> <p>2.4 For SC/SP plenary, and Networks meetings, the agenda is published on the EFSA website by RAL at least 5 working days before the meeting.</p> <p>2.5 For Open plenary meetings, the draft agenda is published by RAL on the EFSA website 5-4 weeks before the meeting date. The agenda will be published on the EFSA website by RAL at least working days before the meeting.</p>
Step 3	3.0 Post meeting activities
SMU, RAL, FINANCE	<p>3.1 RAL uploads the attendance list to MOS for experts' reimbursement as soon as received from meeting coordinator</p> <p>3.2 Based on the information provided in MOS, Finance Unit reimburses participants in line with the Experts' Compensation Guide.</p> <p>3.3 Meeting coordinators finalise the approved minutes and RAL publishes the approved minutes within 15 working days of the last day of the meeting.</p>
	<p>Following SOPs in the process:</p> <p>N/A</p>